



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	October 29, 2015	Closing Date:	November 5, 2015
Job Title:	Civil/Family Assistant	Position Type:	Regular Full Time
PIN:	N16138	FLSA Status:	Non – Exempt
Location:	Circuit Court for Anne Arundel County Annapolis, Maryland	Grade/Salary:	J6 \$30,761 - \$36,447
		Financial Disclosure:	No

Essential Functions: Prepares new civil/family case files by reading pleadings, typing initial docket entry and establishing case file folder for the documents. Maintains case docket by entering records of documents/pleadings as they are received using a computer keyboard. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures and accepts new case filings at the counter. Prepares summonses, writs, bills for costs, etc. via computer system. Indexes new cases and judgements. Retrieves and delivers case files to/from appropriate agencies, chambers, or departments. Ensures pleadings are filed in the right case folder and returns case folder to the proper place in the numerical filing system. Prepares cases for court by ensuring appropriate documents are in case file.

Education: High School Diploma or GED

Experience: A minimum of one year of related experience

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to define problems, collect data, establish facts, and draw valid conclusions; note and record essential information; set priorities and simultaneously process multiple duties and responsibilities. Knowledge and ability to apply job-related terminology, codes, policies, procedures, rules, regulations and laws as required. Ability to add and subtract units of money. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Robert P. Duckworth, Clerk
Circuit Court for Anne Arundel County
P.O. Box 71
Annapolis, MD 21404
ATTN: Human Resources
FAX: 410-222-1395
Email: ClerksOfficeJob@aacounty.org

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.